Subgrant Program Guidelines

About the Program

Subgrants are awarded annually by the American Bar Association Young Lawyers Division (YLD), with support from the ABA Fund for Justice and Education. The program is designed to promote quality projects developed by affiliated young lawyer organizations and to assist in the success of the program by providing support through program funding for the following two categories:

- Public Service Project
- Bar Leadership/Membership Service Project

Public Service Awards will not exceed $1000.00 per subgrant and Member Service Awards will not exceed $500 per subgrant.

Successful proposals include the following:

- Well-defined and achievable goals
- Specific measures of success
- Collaboration with minority bar associations and/or senior bar associations
- Inclusion of underrepresented or diverse minority groups
- Original and unique project activities
- Projects that can be replicated by other Affiliates

Additionally, priority will be given to projects that provide law-related service to the public, which help meet an otherwise unmet need.

Application Deadline

Applications must be received by March 1 of each year.

Eligibility

Any Young Lawyer Organization affiliated with Young Lawyers Division (Affiliate) under Articles 3.1 (a) or 3.1 (b) of the YLD Bylaws is eligible. There is no limit to the number of applications an Affiliate can submit. Each subgrant is valid for a one year time period.

For more information on Affiliate eligibility, see the YLD Bylaws.

Application Process and Guidelines

Subgrant Program projects need to start no earlier than May 1 of the current bar year and must be completed no later than May 1 of the following bar year.
Each subgrant application must include (see sample):

1. A completed online Subgrant Information Form (Qualtrics).

2. A narrative description and a preliminary line item budget. Please follow the proposal writing format outlined below.

Note: This format identifies the broad questions that any thoughtful well-written funding request must address. Some questions may be answered in one paragraph, others will require greater length.

Summary: Provide a comprehensive overview of an organized and well-conceived project. State the project goals and objectives and how you intend to achieve the proposed results.

Introduction: Briefly (one paragraph) review your Affiliate's history of public service involvement, referencing any relevant prior programming or projects.

Project Objectives: Identify the needs the project will address. Describe how they were identified, and why they are important. Describe the project objectives so they state specific, measurable outcomes related to the identified need or problems. Objectives must reveal an intention to increase young lawyer involvement in projects as well as achieve project goals.

Project Description: Describe the nature of services provided by the project. Are similar services already available? If so, assess the adequacy of those services. (This example is intended for those submitting a Public Service Project. Modify for Bar Leadership/Member Service.)

- What groups will the project serve? How many people will be served?
- What criteria will be used to determine whether people qualify for services from the project?
- What other entities, e.g. senior bars, minority bars, women's bars, community groups, civic organizations, will collaborate in the project? If no other entities, indicate what efforts you undertook to involve other organizations and explain why they will not participate.
- What other projects in the area have attempted to provide similar services to the same group? When, and with what success? How is your project different?
- How does this project benefit the public? What impact will the project have in the community?
- What materials, if any, will be sold or provided to the participants?

Organizational Structure: Provide an organizational structure chart showing the proposed project structure. Outline the lines of authority and role of the YLD, senior bar, bar staff, other law-related organizations, community groups and appropriate governmental agencies, and how they will relate.

Evaluation: Describe how the project’s success or failure will be measured. This is critical.
Timetable: Provide a timetable for the major project activities.

Budget: The project budget must include:

- The title of the project
- A line item detail of all projected expenses and revenues
- The total cost
- The amount requested from the YLD
- Contributions from all other sources (cash or in-kind)

It may show costs which exceed the YLD subgrant. If so, show the projected source for those funds.

*Note: YLD funds cannot be used for the following expenditures:*

- Refreshments
- Staff or attorney time
- Rental of meeting space
- Travel reimbursement

You must show income outside of the YLD subgrant monies to cover these expenses.

**Expectations, terms, and conditions**

The YLD expects that the subgrant funds awarded are to support activities as set forth in the grantee’s subgrant application and as modified by any special conditions that are imposed by the judging committee.

Subgrant projects need to commence once funds have been awarded, and not before, and must be completed up to one year from the date the funds have been awarded. Any unused funds must be returned to the YLD.

Grantees will receive an award letter stating the terms and conditions applicable to the subgrant, including the following requirements.

**Accepting/Receiving Subgrant Awards**

1. The Letter of Agreement must be completed and signed to show acceptance.
2. A W-9 and New Supplier forms must be completed and signed before the funds can be released (required by ABA Financial Services).
3. Reporting Requirements - Grantees must submit a subgrant status report to the America Bar Associations Young Lawyers Division at the conclusion of the project. This report must include a project narrative and detailed accounting of program expenditures and needs to be received by the YLD no later than May 31 of the following bar year.
4. Acknowledgement of the ABA YLD and FJE - Any materials produced (promotions, web pages, publications, media coverage, etc.) as a result of the project must indicate that the project was sponsored by the American Bar Association – Young Lawyers Division.
funded in whole or in part by the American Bar Association Young Lawyers Division (ABA YLD) through a subgrant from the ABA Fund for Justice and Education (FJE). For any material produced, the ABA will be granted the worldwide right to use, reproduce, distribute, and display the material, or any part thereof, in any medium or form of communication now existing or hereafter developed; and the right to use the material, or any part thereof, in any other publication produced by the ABA.

5. IRS Limitation on Use of Funds - These funds may be used solely for tax-exempt purposes as described in Section 501(c)(3) of the Internal Revenue Code and cannot be used to carry on propaganda, or otherwise attempting to influence legislation (except as permitted by Section 501), or to participate in any political campaign on behalf of any candidate for public office.